



FACILITY USE APPLICATION INSTRUCTIONS

Please complete the following application and return it with a \$100 booking fee check made payable to **Palm Beach County Board of County Commissioners** to hold the facility for your event date, along with a copy of your certificate of insurance and non-profit documentation, if applicable, to:

Palm Beach County Jim Brandon Equestrian Center
7500 Forest Hill Blvd.,
West Palm Beach FL 33413
Attn: Facility Manager

You will be advised if the event description/purpose is acceptable to *Palm Beach County Parks and Recreation Department* and the dates are available. A meeting will then be scheduled to discuss your event in detail. A complete list of your vendors, (including their certificates of insurance) will be required prior to your event. Any other information you can provide about your show, prize list, course layout, etc. will be helpful in ensuring that County staff may better assist your show or event needs.

The following items regarding the use of the facility apply

- Fees for the use of facility amenities and County services will be itemized on a settlement statement and be collected on move-out day.
- Absolutely **NO** modifications to the facility electrical, plumbing, lighting, sound system, buildings, landscape, or design will be permitted.
- Patron rules are listed as part of this application and will be enforced by show management, and ultimately, facility manager and staff.
- Sub-lease or sub-contracting of the facility is **NOT** permitted.
- Lessee may terminate Agreement/Permit at any time upon written notice up to 30 days, prior to the event.
- The County may terminate Agreement/Permit at anytime upon written notice if necessary due to fire, acts of God, emergency maintenance or repair, with or without cause.

- Any problems, questions or concerns regarding the safe operation of the facility should be directed to the facility manager.
- **The County Hold Harmless Agreement** will be signed by all participating members of this show/event, (included in show/event application).

Every effort will be made to accommodate all local equestrian organizations in a fair and safe manner at all times. For recurring events, assignment of the facility amenities, (i.e. specific rings or barns) may have to change from time to time. This facility is rented on a **first-come, first-served basis**.

We wish everyone an exciting and safe show and look forward to working with you and your organization. Thank you for your support.



Show/Event Application

Jim Brandon Equestrian Center

Palm Beach County Parks and Recreation Department

Do you wish to be contacted by vendors offering event services or products? yes no
 The Freedom of Information Act requires that this data be available to the public, upon request.

SECTION 1 PLEASE PRINT OR TYPE INFORMATION Today's date _____

 Event Name USEF Sanctioned/# if Applicable

 Name of Organization and Proof of Florida Tax Exempt Status (if applicable)

 Event Date(s) and Time

 Move In Date and Time

 Show Manager Event Contact Person

 Mailing address City State Zip Code

 Day phone Evening phone Cell phone

 Fax E-mail address

SECTION 2 Show or Event Description

Purpose _____

 Estimated number of horse stalls needed _____
 Is there an admission charge? yes no If yes, how much \$ _____
 Is the event open to the public? yes no
 Is this a recurring event? yes no
 Will there be driving horses? yes no
 Will there be barrel racing? yes no
 How will this show/event be promoted? _____ TV _____ radio

SECTION 3 Amenities requested: It is understood that quantities requested on application may change, please estimate.

- _____ covered arena (comes with schooling ring) _____ # of days
- _____ show ring 2 (comes with schooling ring) _____ # of days
- _____ show ring 3 (comes with schooling ring) _____ # of days
- _____ schooling ring 1 _____ # of days
- _____ schooling ring 2 _____ # of days
- _____ schooling ring 3 _____ # of days
- _____ stalls _____ # of days
- _____ barrels _____ #per show ring
- _____ dressage arena _____ # needed
- _____ low jump course
- _____ high jump course
- _____ ring set up (dressage)
- _____ ring set up (hunter/jumper)*
- _____ ring set-up (custom)
- _____ trail course
- _____ tables
- _____ chairs
- _____ tents
- _____ show office _____ # tables needed
- _____ announcer's booth/PA system
- _____ additional assistance (be specific) _____
- _____
- _____

SECTION 4 Check List: Will you have the following at your show/event?

- Alcoholic Beverages** ___yes ___no If yes, is this product available for purchase? ___yes ___no
- Banners/Signs** ___yes ___no If yes, _____directional _____sponsor
- RV** ___yes ___no If yes, no RV hookups available, overnight security required
- Security** ___yes ___no If yes, must be approved service provider
- Staging** ___yes ___no
- Tents** ___yes ___no If yes , number and sizes _____

* Jump course diagrams must be faxed or delivered to show office on or before move-in date.

- Sanitation (dumpsters and Port-O-Lets) needs are based on type of event , public-ity and attendance.
- Please note that compliance of other organizations are not addressed in this appli-cation but may be required by other agencies. These include the ADA, ASCAP, BMI, Palm Beach County Fire Rescue, Palm Beach County Health Department, and more.

INDEMNIFICATION CLAUSE FOR FACILITY RENTAL/USE:

I, the permittee, in consideration for using Jim Brandon Equestrian Center, agree to protect, defend, reimburse, indemnify and hold Palm Beach County, its agents, designees, employees, and elected officials free and harmless at all times from and against all claims, liability, expenses, losses, costs, fines, damages or causes of action of every kind and character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during, as a result of, or in connection with my use of the facility described in this permit or from emergency medical care. I hereby assume the risk associated with the use of the facility and I agree to release and to hold Palm Beach County, its agents, designees, employees, and elected officials free and harmless at all times from and against all claims, liability, ex-penses, losses, costs, fines, damages or causes of action of every kind and character, including attor-ney's fees and costs, whether at trial or appellate levels or otherwise, due to their acts, errors or omis-sions resulting in bodily injury, including, but not limited to death, or damage to me or my property inci-dent to or in connection with my use of the facility.

Under Florida law, an equine activity sponsor or equine professional is not liable for an injury to, or death of, a participant in equine activities resulting from the inherent risks of equine activities.

This application shall be governed by the laws of the State of Florida, and is intended to be interpreted as broadly as possible. I, the permittee, agree that exclusive jurisdiction and venue for any legal action against Palm Beach County, its agents, designees, employees and elected officials shall be in Palm Beach County. If any part of this application is determined to be unenforceable, all other parts shall re-main in effect.

Signature of Permittee

Date

The following indemnification language shall be required in all participants' application (prize list). Mi-nors must have a parent or legal guardian's signature:

I, the participant, parent or legal guardian of a participant, agree to protect, defend, reimburse, indem-nify and hold Palm Beach County, its agents, designees, employees, and elected officials free and harmless at all times from and against all claims, liabilities, losses, costs, fines, damages or causes of action of every kind and character, including attorney's fees and costs, whether at trial or appellate lev-els or otherwise, arising during, as a result of, or in connection with my participation in this program or from emergency medical care. I hereby assume the risk of participation in this program and agree to hold Palm Beach County, its agents, designees, employees, and elected officials free and harmless at all times from and against all claims, liability, expense, losses, costs, fines, damages, or causes of ac-tion of every kind and character, including attorney's fees and costs whether at trial or appellate levels or otherwise, due to their acts, errors, or omissions resulting in bodily injury, including death, or damage to me or my property incident to or in connection with my participation in this program.

Signature of Participant or Parent or Legal Guardian of minor participant

Date

IMPORTANT– You must submit the following as soon as possible. Arenas are reserved on a first come, first served basis.

PLEASE INCLUDE WITH APPLICATION:

- _____ **Completed and Signed Application**
- _____ **\$100.00 Booking Fee to hold date. Make check payable to Palm Beach County Board of County Commissioners (or BOCC)**
- _____ **Proof of insurance for event**
- _____ **Proof of insurance for each vendor**
- _____ **Proof of Florida Tax Exempt Status (if applicable)**

Hand deliver or mail application to:

Palm Beach County
Jim Brandon Equestrian Center
7500 Forest Hill Blvd
West Palm Beach , FL 33413

561-966-7090
561-963-8092 Fax
jhutchin@pbcgov.com